

DUTY STATEMENT

Classification: Energy Analyst	Position No. 420-5837-058
CBID: R10	Office: Buildings and Appliances
Date Prepared: August 28, 2008	Division: Efficiency and Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Analyst is under the supervision of the Energy Commission Supervisor II (EFF) in the Buildings and Appliances Office of the Efficiency and Renewable Energy Division. The incumbent will perform more routine technical and analytical work supporting the adoption, updating and implementation of the Energy Efficiency Standards for newly constructed buildings and additions and alternations to existing buildings. The mission of the unit is to develop, implement, and maintain economic, cost-effective Building Energy Efficiency Standards and to coordinate and support such Standards with outreach and education programs.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

- 40% Perform the more routine technical and analytical work to support the adoption, updating and implementation of the Energy Efficiency Standards for newly constructed buildings and additions and alterations to existing buildings. Analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting the Building Standards and the development of programs for improving energy efficiency beyond the minimums set by the Building Standards. (E)
- 25% Assist in the development and presentation of technical information materials to promote energy conservation and efficiency technologies supporting the Building Standards. (E)
- 10% Manage contracts. As contract manager, responsibilities will include assisting in the preparation of solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)

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- 10% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 10% Assist in the preparation of reports on project, program and technology issues and achievements. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
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Energy Analyst	Smita Gupta
Date	Energy Commission Sup II (Eff) Date